



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/1/2013	Interviewer: Laura Langley	RFA #13 – 02
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Student [REDACTED] (last name not provided)		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
2/1/2013	LKL t/c w [REDACTED]	<p>One instructor assistant [REDACTED] in his class was upset because her boyfriend is moving out of housing he shares with another instructor assistant because of a question of illegal activity. The boyfriend's roommate (the second instructor assistant) is now allegedly posting things to Facebook about the upset instructor assistant that could hurt her reputation [REDACTED] didn't want to identify the other instructor assistant, but [REDACTED] knows who it is.</p> <p>No expression of being physically unsafe or that the posts are sexually harassing. Gave [REDACTED] info re: CASAS and Counseling Center 24 hour line for him to share with student.</p> <p>After discussion with Sue, referred to Michael Sledge, Assistant Dean of Students. LKL called Michael Sledge and he will call [REDACTED]. Will bring EOO back in if an EO issue is identified.</p>

Resolution:

<input type="checkbox"/> Resolved to Individual's Satisfaction [R]	<input type="checkbox"/> Unresolved [U]
<input type="checkbox"/> Transitioned to Complaint [F]	<input checked="" type="checkbox"/> Referred to another University Office [REF]

Equal Opportunity Office/WWU

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.